

Date: **28-Jun-2025**

Reference Number: 30545759

Name: **Chetan Dixit**

Address: **45, Ravalas, Melpipliya, Khategoan, Umariya, Madhya Pradesh, Dewas, india - 455336**

Employment Letter

This has reference to your application and subsequent discussions, we are pleased to appoint you in our organization Bajaj Allianz Staffing Solutions Ltd. hereinafter referred to [Company] subject to the following terms and conditions:

1. You will be designated as **Assistant Manager - Top 6 Plus Prime (Sales)** and your grade will be **E02**.
2. Your employment with our Company shall commence with a probationary period of 6 months with effect from **03-Jul-2025**. During the probationary period, your performance and suitability for the role will be assessed. The company reserves the right to extend the probationary period if it is deemed necessary to further evaluate your performance, which shall be final and binding. The Company may, at its sole discretion, may instead of extending the probation period, terminate your engagement either during the probation period or at the end of probation period or during extended probation period owing to unsatisfactory performance, or on disciplinary or conduct grounds.

Upon successful completion of the probationary period, your employment will be confirmed in writing. Until then you will be deemed under probation. Confirmation of employment may be contingent upon your satisfactory performance and the fulfilment of any other conditions specified by the company.

You shall be based at **Indore**. However, the Company reserves the right to transfer you to any other location where the Company has office or newly established office as per the requirements of the Company. Your services are transferable at short notice, even during the probation period, to any department or to any Office, Branch, division of this Company or you will be sent on deputation to any subsidiary Company/holding Company/group Company/fellow subsidiary Company/group Company associate Company/affiliate entity of this Company or to any other incorporated Company/unincorporated entities/or any Client, as per the discretion of this Company. In the event of your transfer/deputation, as the case may be, the terms and conditions of employment outlined herein shall continue to apply along with any modifications thereof as may be applicable. However, you shall be required to adhere to the rules and regulations as prevalent at the new place of posting/new company to which you are sent on deputation

- In case you do not join the duties on or before **03-Jul-2025**, as mentioned above, this Employment Letter shall stand automatically cancelled, unless specifically extended by the Company, in writing.

3. Job Ready Training

You have been explicitly explained that the basic eligibility and criteria to continue your employment for this position is to undergo job ready training program and clearance of examination to be conducted by the Client.

This Employment letter is issued specifically on the basis of an understanding and agreement with you that within reasonable time but not later than 2 months of joining the service of the Company you would undergo the following:

- A. Mandatory Job Ready Training as prescribed as required
- B. Clearance of the Examination as prescribed post Job Ready Training

It is explicitly agreed, that you will clear the Job Ready Training - Certification/Examination within a given reasonable time by the client, as specified in the above clause. Failing to complete the Certification / Examination will lead to an immediate termination of your services without any further notice or prejudice.

In such a scenario your further engagement with the Company shall not be permissible and remuneration shall be paid till your last date of working. In case of termination of employment on the afore-mentioned ground, the Company shall not be liable to pay any further compensation or damages.

- 4. Although your normal work will consist of the duties assigned to you from time to time, you may at any time be called upon to discharge any other duties which in the opinion of the Company are within your capacity to discharge and you will forthwith undertake to discharge those duties with diligence and care. In the event you are sent on deputation to Company's client and for your day-to-day functioning or carrying out your responsibilities and duties, you will receive instructions from the client and will undertake to abide by any suggestions; etc. given by any assigned person(s). You shall be bound to follow the working hours of the Client's organization in your place of deputation. You shall take care not to disclose or divulge confidential information /trade secrets etc. belonging either to Company or to the client, that you may come across in the course of your responsibilities either to the Company and /or to the client or to anyone outside the client's organization and you shall use such confidential information only in connection with the services provided by you to such client.
- 5. Details of your salary break up are as given in the annexure attached.
- 6. We will also provide you facility (optional) of covering your family (spouse and two children) under Group Medical Policy. You have to enroll within One month of your joining our Organisation. We will deduct the dependent Premium amount from your Salary at the time of first enrollment and further dependent premium deduction shall be applicable whenever there is a renewal of the Group Medical Policy.
- 7. You will be entitled to all other statutory benefits wherever applicable during your Employment period.
- 8. It is understood and agreed that (a)- either party may terminate this employment during the probation period by providing 15 days written notice; and (b)- further, upon completion of the probation period, during this engagement, your services (i) may be terminated, at anytime, by either party without assigning any reasons by giving to the other party notice in writing of 30 days, in which case the termination shall take effect at the end of such notice period, and (ii) is/are liable to be terminated by either party with immediate effect, at any time, without assigning any reasons. Termination with immediate effect may be made by either party by paying to the other an amount equivalent to 30 days of Basic Salary in lieu of notice. In the event the termination with notice is at the instance of the Employee, the Company at its sole discretion reserves the right to relieve the Employee on

any date during the notice period by waiving the notice period in full or part without paying any amount towards the balance notice period.

9. At the sole discretion of the Company your services are liable to be terminated without any notice or salary in lieu thereof in the event of your involvement in any serious misconduct, fraud, misdemeanor or any offence which may or may not be directly connected with the business of the Company.
10. Upon the termination of your employment, you will return to the Client /Company all documents and any other articles and/or copies thereof belonging to the Client/Company respectively which may at the time be in your possession.
11. You shall at no point of time take any claim or right to claim employment, damage, loss or compensation of any sort whatsoever against the client.
12. **Performance Improvement Plan:** For effective & satisfactory performance of employees, your performance will be evaluated periodically. The company reserves the right to place you on a Performance Improvement Plan (PIP), if your performance does not meet the required standards. The PIP Policy of the company outlines specific areas of improvement, a timeline for improvement, and consequences if improvement is not achieved. Failure to meet the goals set in the PIP may result in disciplinary action, up to and including termination of your employment.
13. During your course of employment, you may be given by the Company or by the Client, electronic/non-electronic property /equipment, like but not limited to cameras, mobile phones, tablets, laptop, etc., these are to be used strictly for performing your official duty and for no other reason whatsoever. You shall be fully responsible for the safety of the property/equipment's mentioned hereinabove which are given to you or in your custody. The Company shall, at its sole discretion, require you to hand over back the said property/equipment at any time. You shall be bound by any such orders and shall be required to immediately surrender the said property/equipment to the company and obtain receipt for the same. In case of any failure to do so, the company may recover the cost of such equipment/property from you. In any event, you shall be required to hand back the said equipment/property at the time of your leaving the service of the company/separating from the Company, whether by way of resignation, termination or otherwise, failing which the company may recover the cost of the equipment/property from you including by way of deductions from your terminal dues. Failing to return to the Company shall be treated as Criminal breach of trust, attracting suitable criminal action by the company. The rights of the company under this clause and your obligations under this clause shall survive the termination/ expiry of this employment.
14. In the event of your leaving the employment of the Company without settling the amounts due from you to the Company or if the same are not recoverable, either in full or part, from the dues payable to you by the Company, the Company shall reserve the right to institute appropriate remedial proceedings to recover the outstanding amounts.
15. **Confidential Information:** You acknowledge that the Company and or its Client have proprietary rights over its business, products and services, and that any information concerning the Company's/Client's business (including but not limited to strategies, methods, books, records and documents, technical information concerning its products, equipment, services and processes, customer lists, procurement procedures, pricing techniques and credit and financial data concerning Company's/Client's customers and business affiliates) all comprise confidential business information and trade secrets, vital to the business of the Company/Client.

16. You hereby agree that you will not, at any time during or after your employment with the Company, make any unauthorized disclosure of any confidential business information or trade secrets of the Company/Client, or make any use thereof, except for the benefit of and on behalf of, the Company. For the purpose of this paragraph, the term “Company” shall also include all affiliates of the company and also the Clients of the Company.
17. Any disclosure that has not been expressly authorized by the Company shall be called ‘unauthorized disclosure’ For the purpose of this paragraph; the term “Company” shall also include all affiliates and clients of the Company.
18. During the term of your employment and thereafter, you shall not disclose any personal Information to any of the Company personnel or colleagues, which includes details of your Employment Letter, Payslip, Salary structure, medical information etc. In the event of your sharing such information the company reserves the right to take appropriate action as per the Company HR Policy.
19. Unauthorized Disclosure and use of confidential information constitutes a serious misconduct & the Company/Client shall be entitled to take appropriate disciplinary action against you including termination of service or other suitable disciplinary action. Disclosure and use of Confidential information of the Company/ Client after the termination of your relationship with the Company/ Client shall entitle the Company/ Client to initiate appropriate legal proceedings, including but not limited to seeking an “order of injunction’ where disclosure of Confidential information is made by you in observance of order of a competent court or may be required to made under any applicable law you shall inform the Company/ Client either before or immediately thereafter the nature and extent of disclosures made and the circumstances under which those disclosures were required to be made by you.
20. Notwithstanding what is stated in this employment Letter, during the employment period or extension thereof, if any, at the sole discretion of the Company/ Client your services are liable to be terminated without any notice or without payment of any salary in lieu of notice, in the event of your involvement in any misconduct or misdemeanor or fraud with the Company or Client or you are/have been convicted by any competent court of law for any criminal offence/s [which may or may not be directly connected with the business of the Company/ Client] and in such cases even if you submit resignation such resignation shall be deemed to have been automatically rejected upon issuing of show cause notice by the Company/ Client and you shall continue to be bound by the disciplinary proceedings initiated by issuing the show cause notice.

Once the misconduct, misdemeanor or fraud or any criminal offence/s are brought to the notice of the employee by personal delivery or by Registered Post with Acknowledgment Due or by speed post or by certificate of posting or by Email and the employee abruptly stops coming to work under alleged resignation not accepted by the Company/ Client, then such absence shall be treated as unauthorized absence coming under absconding definition with consequences, which is without prejudice to taking disciplinary proceedings.

21. Electronic, Print and social media: As an employee, during the tenure of your service and after cessation thereof, you shall adhere and abide by the below:
 - You should not use or caused to be used the name and/or trademark/logo of the Company/Client, its group companies, subsidiaries or associates in activity, which is beyond the course of their official assignments or publish or advertise, or in any other manner use the same without prior written consent of Company/ Client.

- You shall not publish or cause to be published in any media including social media, print, web or electronic, any advertisement concerning the Company or its products without the prior written approval of the Company.
- As an employee you should not distribute any circular or writing concerning the Company/ Client without the prior written approval of the Company/ Client. As an employee you shall not give guarantees, written or oral, on behalf of the Company/ Client with regard to the prospective performance of any of the products of the Company/ Client.
- You shall not do anything or cause to do anything, which shall bring dishonour and/or disrepute to the Company or engage in such activities. Such activities shall include any publication, directly or indirectly. Any disclosure which has not been expressly authorized by the Company shall be called 'unauthorised disclosure'.

The word publication means any publication in any media including social media, electronic, print, web or electronic, any advertisement concerning the Company/ Client or its products or otherwise. For the purpose of this paragraph; the term "Company" shall also include all affiliates and subsidiaries and / or holding and / or group companies of the Company. During the tenure of your service and even after cessation, for any queries or grievance thereof with regards to your employment, you may contact or write to your concerned Company's Regional HR. You shall not use any print media or public domain or social media such as Facebook, Instagram, Twitter, etc. for your query resolutions. For the purpose of this paragraph; the term "Company" shall also include all affiliates and subsidiaries and / or holding and / or group companies of the Company.

- During the tenure of your service and even after cessation, if any law suit or action shall be brought against the Company as a consequence of any of the above unauthorized action or publication or statement of yours or your representatives or in any other form or for such action caused by you, necessary action, as deemed fit by the Company, shall be taken against you including recovery of all costs, loss or damages arising thereof.
22. **Transfer:** The Company reserves the right to transfer you to any other location where the Company/ Client has office or newly established office as per the requirements of the Company/ Client. Your services are transferable at short notice, to any department or to any Office, Branch, division of this Company or in any subsidiary of this Company/ Client or your services may be seconded to any other Company or any other place where work of the Company is carried out, as may be necessary. In the event of your transfer, the terms and conditions of employment outlined herein shall continue to apply along with any modifications thereof as may be applicable. However, you shall be required to adhere to the rules and regulations as prevalent at the new place of posting. You may also be deputed to any group company/sister concerns to work on deputation, which you shall comply with.
23. **Background Verification:** The Company is offering you employment as per the details mentioned in this letter basing on your assurances, undertaking and agreement that the education/qualification certificates, residential proof, references, work experience certificates, previous employer's certificates, and all other certificates, information, declarations and undertakings are true and correct. However, our Company and or the Client reserves its/their right to examine, verify and investigate [on our own or through our agents / consultants / investigation team] the correctness, truth or veracity of the information and all the documents whichever is submitted by you. Further, if at any time after your employment, our Company and or the Client [upon verification, examining, investigation etc.,] finds and comes to a conclusion that any one or all your statements, assurances, undertaking, or the documents submitted by

you are wrong, false, fraudulent, forged, then our Company reserves the right to take appropriate disciplinary action to terminate your services or such other suitable action, as deemed fit.

24. **Consent to the Company:** You consent to the Company, its affiliates processing data relating to you for legal, personnel, administrative and management purposes and in particular to the processing of any “sensitive personal data or information” (as defined in the policies of the Company). The Company may make such information available to any of its affiliates (such as advisors and payroll administrator), regulatory authorities, potential purchasers of the Company or the business in which you work, and as may be required by Law. You also consent to the Company carrying out the above activities and other similar classes of activities prior to, during and after the termination of your employment with the Company, provided that such activities are carried out in a lawful manner and for legitimate purposes.
25. **Indemnity:** You shall indemnify the Company/ Client against any costs, expenses, loss, claims, damage, proceeding, actions which the Company/ Client might suffer/face due to misconduct, any wrongful acts, mala fide acts, negligence and /or gross dereliction of duties on your part, either during your service tenure and or after determination of your services. Such indemnity shall not prejudice the right of the Company/ Client to terminate your services or take such other suitable disciplinary action, for your above acts, commissions and omissions or the right of the Company/ Client to seek other remedies which the Company/ Client may have to make good the costs, expenses, Loss, claims, damage. The Indemnity shall survive for a period of 5 year after cessation of your engagement or after coming to the notice of the Company of your above acts, commissions and omissions. However, the time limit of 5 years shall not be applicable in case of any violation of confidentiality or intellectual property rights of the Client.
26. **Reservation of Rights:** In the event of your leaving the service of the Company for any reason, you shall immediately repay, on or before the relieving date, all outstanding amounts due from you to the Company.
- **Rights of Lien:** The Company at all times reserves the rights to have a lien over the dues payable to you for recovery of cash advances / loans advanced to you by the Company and which are outstanding against your name. Your obligation to repay the outstanding amounts will not cease till the time the outstanding dues have been paid back to the Company, even if you have been relieved from the service of the Company.

In the event of your leaving the employment of the Company without settling amounts due from you to the Company or if the same are not recoverable, either in full or part, from the dues payable to you by the Company, the Company shall reserve the right to institute appropriate remedial proceedings to recover the outstanding amounts.

27. **Amendment:** Unless otherwise stated expressly, this Agreement shall only be modified or amended only by an instrument in writing duly issued by the Company.
28. **Mode of serving notice:** Any notice or other communication to be served upon you as per terms and conditions of this appointment letter may be sent by sending the letter in physical paper form or by way of email or other electronic modes of service and accordingly any mode of service is sufficient service of notice or other communication upon you and no further confirmation of email or electronic communication is required.
29. **Retirement:** The normal age of your retirement shall be 58 years and accordingly you will automatically retire on the last day of the month you attain the age of 58 years, and no further notice whatsoever to you will be necessary in this regard.

30. **Arbitration and Conciliation:** Any dispute or claim that arises out of or that relates to this employment agreement, or that relates to the breach of this agreement, or that arises out of or that is based upon employment relationship shall be resolved by arbitration. Such Arbitration shall be conducted at the discretion of the Company and in accordance with the provisions of the Indian Arbitration and Conciliation Act, 1996 or any amendment or any re-enactment thereof by a single Arbitrator to be appointed by the Company or the Company shall forward the matter to an arbitral institute, who shall, as per their rules, appoint a sole arbitrator. The venue of Arbitration shall be at Pune and Arbitration shall be conducted in English Language.

31. **Governing Laws, Arbitration & Jurisdiction:** The Indian Laws shall govern this relationship. Any dispute arising out of this agreement shall be subject to exclusive jurisdiction of courts at Pune.

We take this opportunity to wish you the very best in your tenure with BASSL.

For Bajaj Allianz Staffing Solutions Limited



Authorized Signatory

Please indicate your acceptance of the terms by signing and returning the duplicate copy hereof.

Name: **Chetan Dixit**

SIGNATURE: _____

DATE: _____

Annexure 'A'	
Name of Employee	Chetan Dixit
Effective Date	03-Jul-2025
Designation	Assistant Manager - Top 6 Plus Prime (Sales)

Salary Structure (INR)	
Component	Monthly (INR)
Basic Salary	14,846
HRA	5,938
Personal Pay	5,399
Statutory Bonus	2,969
Component A	29,153
Employer PF	1,800
Gratuity	714
Component B	2,514
Component (A+B)	31,667
*Indicative Performance Pay	7,916
Component C	7,916
**Group Term Life Insurance Premium (GTL)	84
**Group Personal Accident Premium (GPA)	13
**Group Mediclaim Premium (GMC)	291
Component D	388
Total Cost to Company (A + B + C + D)	39,971

- The Indicative Performance Pay including and not limited to Cross Sell & Others as per the current performance pay policy and will vary depending upon the performance of individual, department and of the company as whole.
- The exact sum of all elements may vary by a sum up to Rs.10/-. In the event there is any enhancement in the total emoluments to be paid to you on account of change in any statute or notification, then the said enhanced payment will be adjusted from the total CTC payable to you as shown hereinabove. In such a case the company will have the right to restructure your emoluments within the specific CTC
All the above amounts mentioned are subject to taxation.
- Insurance Benefits:-
You will be covered under Group Medical policy of Rs.2,00,000/-,

Group Personal Accident Insurance of Rs. 5,00,000/- and
Group Term Life Insurance of Rs.5,00,000.

The cost of employee premium, is borne by the Company.

Mobile Reimbursement & Conveyance: You will be eligible for monthly Mobile bill reimbursement & Conveyance as per company policy.

4. There may be changes in your terms and conditions of employment on the basis of non-performance or non-compliance at the discretion of the employer.
5. All future ex-gratia Variable pay/ Performance pay would include prospective/ retrospectively increased or additional statutory payments liable to be paid by the Company because of changes in statutes. Also the Company reserves the right to adjust/ recover such increased/ additional statutory payments from the Cost to Company (CTC).

Further the Company will not be liable to pay any amount over and above CTC which includes all statutory payments applicable. Company reserves right to change your salary structure at any time by treating this as required notice, if any, under any Law & without any separate/further notice/ intimation. This is basis the fact that the CTC is inclusive of all liability/ compensation obligations of the Company [whether towards statutory payments as well as towards Basic pay and other components of pay] as mentioned in this Annexure.

6. As per the existing Income-Tax rules, **TDS would be deducted @ 20% on all your payments in cases where the PAN is 'Inoperative'**.

For **Bajaj Allianz Staffing Solutions Limited**



Authorized Signatory

Please indicate your acceptance of the terms by signing and returning the duplicate copy hereof.

Name: Chetan Dixit

SIGNATURE: _____

DATE: _____

Date: **28-Jun-2025**

Reference Number: **30545759**

Name: **Chetan Dixit**

Address: **45, Ravalas, Melpipliya, Khategoan, Umariya, NA, Madhya Pradesh, Dewas, india, 455336**

Deputation Letter

Dear Chetan Dixit,

This is in furtherance of the Employment Letter dated **28-Jun-2025**, we are pleased to inform you that in accordance with the terms and conditions of your Employment Letter, the Company has decided to depute you to one of the Company's Clients, M/S **Bajaj Housing Finance Limited** [Client] situated at **Indore** for rendering your services under the project/work agreed between M/S Bajaj Housing Finance Limited and Bajaj Allianz Staffing Solutions Limited, with effect from **03-Jul-2025**.

1. You will be deputed and work at the premises of the aforesaid Client Head Office or at any such location/office as deployed by Client M/S Bajaj Housing Finance Limited and render service to them. In the day-to-day functioning or carrying out your responsibilities and duties, you will receive instructions from the Client and will undertake to abide by any suggestions; etc. given by any assigned person(s). You shall be bound to follow the working hours of the Client organization in your place of deputation.
2. This deputation may be extended at the sole discretion of the Company and or recommendation of the Client, and the Company reserves its right to depute you to any other Clients of theirs or transfer you to any such location or Branch Office of its Client's, by giving you 15 days' notice in writing.
3. Notwithstanding anything contained herein under, in the event of the project/work for which you are being employed pre-closes before the aforesaid period; your employment shall Co-terminus with the aforementioned project / work and will supersede all other separation clauses mentioned in the aforementioned employment letter.
4. Notwithstanding anything contained herein under, if at any time during your Employment period, if the Client notifies the Company for foreclosure of your assignment, due to business reasons, the Company shall initiate such cessation of your Employment without prejudice. This cessation will be either by providing you with salary equivalent to 30 days' notice period or giving you the required 30 days' notice. Further if Client notifies such foreclosure during your probationary period, the notice period will be 15 days,
5. Upon the termination of your employment, you shall return to the Company's Clients, M/S Bajaj Housing Finance Limited all documents and any other articles and/or copies thereof belonging to the Company's Clients, M/S Bajaj Housing Finance Limited & Company respectively which may at the time be in your possession.
6. The Terms and conditions as detailed in your Employment Letter dated **28-Jun-2025**, shall be applicable to you, which includes the Employee Service Rules and the Code of Conduct of the Company, Infosec Policy, Anti Money Laundering policy, Infosec Policy, Anti Money Laundering policy., This shall remain same and applicable to you during the tenure of your assignment to Client, and to be complied by you. You shall provide such documents/ declarations/ periodical holdings as required from you, and you shall also comply with all rules and policies and SOPs of the Client, as communicated to you and applicable to you.

7. There shall be no change in your CTC due to the said assignment.
8. Your deputation shall be subject to periodic review by the Company and / or its affiliate Company, and the Company reserves the right to cancel your assignment, at its sole discretion.
9. You shall ensure that all the assignments given to you and your duties are performed successfully to the satisfaction of the Client and the Company.
10. Your assignment to the Client viz. M/S Bajaj Housing Finance Limited shall not be construed as any appointment/employment with M/S Bajaj Housing Finance Limited.

For Bajaj Allianz Staffing Solutions Limited

A handwritten signature in black ink, appearing to be 'Chetan Dixit'.

Authorized Signatory

Please indicate your acceptance of the terms by signing and returning the duplicate copy hereof

Name: **Chetan Dixit**

SIGNATURE: _____

DATE: _____

FORM XII

[Under Rule 76 of the Contract Labour (Regulation and Abolition) Central Rules, 1971]

Employment CardPassport Size
Photo

A. Name of the Contractor:	Bajaj Allianz Staffing Solutions Limited
A1. LIN/PAN No. of the Contractor:	AAGCB2335Q
A2. Email Id of the Contractor:	hr.bass@bajajallianz.co.in
A3. Mobile No. of the Contractor:	020-66410641
B. Nature and location of work:	
C. Name of Principal Employer:	Bajaj Housing Finance Limited
C1. LIN/PAN No. of the Principal Employer:	AADCB6018P
C2. Email Id of the Principal Employer:	
C3. Mobile No. of the Principal Employer:	
D. Name of Workmen:	Chetan Dixit
D1. UAN No.:	
D2. Mobile No.:	
1. Serial number in the register of workmen employed	
2. Nature of Designation	Assistant Manager - Top 6 Plus Prime (Sales)
3. Wages Rate (with particulars of unit, in case of piece-work)	As per Wages Slip
4. Date of Commencement of Employment	03-Jul-2025
5. Remarks	

For **Bajaj Allianz Staffing Solutions Limited**

**Authorised Signatory
Seal and Signature of Contractor**